



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

EQUAL EMPLOYMENT OPPORTUNITY REPORT

FISCAL YEAR 1987

The FBI operates a centralized personnel management system from FBI Headquarters (HQ), Washington, D. C. Under this system, all basic personnel policy applicable throughout the service is approved and implemented from FBIHQ, and the system is geared to achieve uniformity throughout our organization. Special Agents in Charge (SACs) of field offices have been delegated authority to apply the Bureau's personnel management system, and we do not have servicing personnel offices at each field installation. Personnel actions of all sorts originate and are recommended by SACs, but must be in accordance with Bureau regulations, as well as reviewed and approved at FBIHQ. These actions include appointments, promotions, demotions, disciplinary and adverse actions, position classification and organization structuring.

All positions in the FBI are in the excepted service (5 U.S.C. 536), and accordingly, we hire independently of the Office of Personnel Management (OPM) Register. Each field office is structured almost identically, deviating only in numbers of personnel in the various grade levels. There are no autonomous organizational structures either geographically or functionally in the FBI. Communication between FBIHQ and our field divisions is on a constant and continuing basis.

Accordingly, one national Affirmative Action Plan was developed by the FBI. This plan covers the major operating components within the FBI, which are controlled on a national level through the FBI's centralized personnel management system. This national plan is believed to be the most efficient and cost effective way to deal with the FBI's unique organizational and personnel structures while still ensuring full management accountability within the FBI. A copy of the FBI's FY 1987 Accomplishment Report of Affirmative Action for Minorities and Women is attached. The Affirmative Employment Multi-Year Program Plans FY 1988 through 1992 are being prepared.

Declassified and Approved For Release 2013/03/14 : CIA-RDP90-00530R001002340012-4

GRADE	TOTAL	TOTAL FY 1987 WHITE	HIRING WHITE/F	BLACK	BLACK/F	HISP.	HISP/F	ASIAN	ASIAN/F	AM/IND	AM/IND/F
GS 03	180	118	92	61	57	1	1				
GS 04	862	467	352	368	308	21	13	6	6		
GS 05	710	495	357	200	174	9	5	5	4	1	
GS 06	24	18	12	4	4			2	1		
GS 07	63	56	13	4	2			1	1	2	
GS 08											
GS 09	27	24	9	1	1	1	1	1			
GS 10	723	617	108	43	9	49	5	13	2	1	
GS 11	6	6	2								
GS 12	6	6	1								
GS 13	3	3	1								
GS 14	3	3	1								
GS 15											
GS 16	1	1	1								
WAGE.	35	20	3	14	8			1	1		
TOTAL	2643	1834	952	695	563	81	25	29	15	4	

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GRADE	PROFESSIONS EOD - FY 1987					
	TOTAL	WHITE	BLACK	HISP.	ASIAN	AM/IND
GS 16						
GS 15						
GS 14	3	3				
GS 13	1	1				
GS 12	1	1				
GS 11	1	1				
GS 10						
GS 09	3	3				
GS 08						
GS 07	2	1	1			
GS 06						
GS 05						
OTHER						
TOTAL	11	10	1			

GRADE	ADMINISTRATIVE EOD-FY 1987					
	TOTAL	WHITE	BLACK	HISP.	ASIAN	AM/IND
GS 16	1	1				
GS 15						
GS 14						
GS 13	1	1				
GS 12	3	3				
GS 11	4	4				
GS 10	719	613	43	49	13	1
GS 09	15	14		1		
GS 08						
GS 07	23	21	1		1	
GS 06						
GS 05	11	8	3			
GS 04						
OTHER						
TOTAL	777	665	47	50	14	1

GRADE	TECHNICALS		EOD - FY 1987			
	TOTAL	WHITE	BLACK	HISP.	ASIAN	AM/IND
GS 16						
GS 15						
GS 14						
GS 13	1	1				
GS 12	2	2				
GS 11	1	1				
GS 10	4	4				
GS 09	9	7	1		1	
GS 08						
GS 07	38	34	2			2
GS 06	18	15	1		2	
GS 05	82	63	19			
GS 04	46	30	13	3		
OTHER						
TOTAL	201	157	36	3	3	2

GRADE	CLERICAL + WAGE EOD-PY 1987					
	TOTAL	WHITE	BLACK	HISP.	ASIAN	AM/IND
GS 14						
GS 13						
GS 12						
GS 11						
GS 10						
GS 09						
GS 08						
GS 07						
GS 06	6	3	3			
GS 05	617	424	178	9	5	1
GS 04	178	116	61	1		
GS 03	818	439	355	18	6	
WAGE	35	20	14		1	
TOTAL	1654	1002	611	28	12	1

**FY 8 ACCOMPLISHMENT REPORT OF AFFIRMATIVE
ACTION FOR MINORITIES AND WOMEN**

REPORT BY:

____ P/R UNIT
____ COMMAND
____ COMPONENT
____ AGENCY

Name of Reporting
Agency, Command
Component or P/R Unit

Federal Bureau of Investigation

Responsible Agency
Official:

Melvin L. Jeter, Equal Employment Opportunity Officer

(Name and title)

Room 1427A, Ninth & Pennsylvania Avenue, Northwest

(Address)

Washington, D. C. 20535

324-4128

(Telephone number - commercial or FTS)

Melvin L. Jeter
(Signature of the responsible official)

October 21, 1987
(Date)

Number of Planning/Reporting Units (reports are X are not _____ attached): One

Number of Commands/Components (aggregate reports attached, if appropriate): _____

SELECTED AGENCY FY 87 STATISTICS:

Number of employees at beginning of report year 21,653

Number of employees at end of report year 22,477

Number of employees separated from the agency
due to RIF's: N/A

Wh M: _____ BI M: _____ HI M: _____ AA/PI M: _____ AI/AN M: _____

Wh F: _____ BI F: _____ HI F: _____ AA/PI F: _____ AI/AN F: _____

Number of vacancies that had been originally projected:

P _____ A _____ T _____ C _____ O _____ * Total 1650

*The FBI does not project its vacancies by PATCO categories, but makes its projections based on two major work groups, i.e. Special Agent and Support. Vacancies projected for these categories were as follows:

210 Special Agents
1440 Support and Service Personnel

NAME OF PERSON WHO PREPARED REPORT

Barbara B. Browning

TELEPHONE NUMBER

324-4128

FY86-FY87 CHANGE IN WORK FORCE EEO PROFILE BY PATCO

CATEGORIES	TOTAL		WHITE		BLACK		HISP.		ASIAN		A/IND	
	ALL	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM	MALE	FEM
PROFESSIONAL	178	50	118	42	2	7	2		6			1
CURR FY	188	57	117	48	4	7	3	1	7			1
% OF CHG	+ 5.3	+12.2	- .8	+12.5	+50.0	.0	+33.3	+ 100	+14.2			.0
ADMINISTRATIVE	10442	1532	8084	1287	333	128	343	76	125	28	45	15
CURR FY	11092	1815	8352	1499	363	183	381	88	134	27	47	18
% OF CHG	+ 5.8	+15.5	+ 3.4	+14.1	+ 8.2	+30.0	+ 9.9	+13.6	+ 6.7	+ 3.7	+ 4.2	+16.6
TECHNICAL	3251	1836	1135	1138	231	631	30	36	10	12	9	19
CURR FY	3388	1971	1164	1215	210	696	22	36	10	11	11	13
% OF CHG	+ 4.0	+ 6.8	+ 2.4	+ 6.3	-10.0	+ 9.3	-36.3	.0	.0	- 9.0	+18.1	-46.1
CLERICAL	6944	5885	698	3236	297	2389	31	156	18	30	15	74
CURR FY	6961	5894	693	3231	318	2421	32	147	13	37	11	58
% OF CHG	+ .2	+ .1	- .7	- .1	+ 6.6	+ 1.3	+ 3.1	- 6.1	-38.4	+18.9	-36.3	-27.5
OTHER	838	350	363	228	112	117	8	4	2		3	1
CURR FY	848	376	350	238	107	127	10	9	3	2	2	
% OF CHG	+ 1.1	+ 6.9	- 3.7	+ 4.2	- 4.6	+ 7.8	+20.0	+55.5	+33.3	+ 100	-50.0	- 100
TOTAL	21653	9653	10378	5931	975	3272	414	272	161	68	72	110
CURR FY	22477	10113	10676	6231	1002	3434	448	281	167	77	71	90
% OF CHG	+ 3.61	+ 4.5	+ 2.7	+ 4.8	+ 2.6	+ 4.7	+ 7.5	+ 3.2	+ 3.5	+11.6	- 1.4	-22.2

BARRIER ELIMINATION

REPORT BY:

_____	P/R UNIT
_____	COMMAND
FBI	COMPONENT
_____	AGENCY

1. Number of Barriers Identified for Analysis and Elimination in FY 87: six
2. Number of these Barriers Eliminated in FY 87: none
3. Number of these Barriers Partially Eliminated in FY 87: six

For each barrier addressed during the reporting year, indicate the organizations from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 1: There exists a negative image of the FBI and law enforcement in general within the minority community.

This barrier affects the recruitment of minorities, particularly Blacks and Hispanics, for the entry level of the Special Agent (Series 1811) and support positions.

Elimination of this barrier will be addressed on a continuing basis. During FY 1987, the Personnel Resources Unit, Media Services Unit and Public Affairs Section have initiated publicity and activities that accent the positive aspects of the FBI and its program responsibilities.

Attendance at minority recruiting events included the following: National Association of Black Accountants, Minority Job Fair Expo, National Hispanic Bar Association, National Tribal Council Association (American Indian), League of Latin American Citizens (LULAC), Urban League and National Association for the Advancement of Colored People (NAACP).

Media Coordinators in each field office are delegated the responsibility to foster open communications with minority oriented print and electronic media to establish a more positive image concerning FBI employment among minorities. Additionally, FBI representatives attended the National Newspaper Publishers Association Conference (Black) and the National Hispanic Media

BARRIER ELIMINATION

REPORT BY:

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_____	AGENCY

1. Number of Barriers Identified for Analysis and Elimination in FY 8 : _____
2. Number of these Barriers Eliminated in FY 8 : _____
3. Number of these Barriers Partially Eliminated in FY 8 : _____

For each barrier addressed during the reporting year, indicate the organizations from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 1: (Continued)

Conference. Contacts with minority media field-wide have included production of such programs as Platicando Con El FBI (Conversing with the FBI). Favorable publicity featuring FBI minority Agents has been in the media throughout the year.

Public Relations initiatives which continued in FY 87 include the following: viewing of the film on missing children narrated by Bill Cosby, which is available in all 59 field offices and FBIHQ; the joint efforts of DEA and FBI in working with athletes on the Sports Drug Awareness Program; the FBI's traditional support to Explorer Scouts, a branch of the Boy Scouts of America which reaches out to all races and colors during their formative years of establishing values.

There are no short-term solutions to dispelling a negative image and, therefore, it will be readdressed in the FBI's plans for 1988 - 1992.

BARRIER ELIMINATION

REPORT BY:

FBI

P/R UNIT
COMMAND
COMPONENT
AGENCY

1. Number of Barriers Identified for Analysis and Elimination in FY 2 : _____
2. Number of these Barriers Eliminated in FY 2 : _____
3. Number of these Barriers Partially Eliminated in FY 2 : _____

For each barrier addressed during the reporting year, indicate the circumstances from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 2 There is low visibility for role models.

This barrier affects the recruitment of all minorities and women for the Special Agent (Series 1811) and support positions.

Affirmative procedures utilized to address this barrier were primarily through the Personnel Resources Unit (PRU) and concerted efforts of field office Media Coordinators to maintain/establish liaison with minority-oriented media outlets. These efforts included participation of minorities and women Special Agents in TV and radio talk shows and newspaper and magazine articles depicting minorities and women, such as articles in "Savvy" and "Ebony" magazines featuring FBI personnel. Publicity and public relations activities noted in Barrier Elimination No. 1 is also applicable in addressing low visibility of role models.

Under direction of the PRU, in-service programs for recruitment personnel were conducted and addressed the need for minorities and women to fully participate in the recruitment process.

Participation by willing and interested Special Agent women, and minorities who make an example to emulate, act as representatives and recruiters for the FBI throughout the country at numerous conferences and conventions for minorities and women. All new Agents are advised of the FBI's priority needs and are requested to act as recruiters.

In furtherance of efforts to publicize and recognize

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2. Number of these Barriers Eliminated in FY 2 : _____
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For each barrier addressed during the reporting year, indicate the organizations from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 2: _____ (Continued)

leaders and successful individuals among minority groups, the FBI's Office of Equal Employment Opportunity Affairs sponsors programs during Black History Month and National Hispanic Heritage Week. These celebrations not only convey appreciation to these groups; but also feature leaders as guest speakers who serve as exemplary role models. This year's Hispanic Heritage Week Program featured one of our own Special Agents whose heroic actions warranted the presentation of a plaque in recognition of his services during a shoot-out. Two fellow Agents were mortally wounded and five others were injured. In addition, for other personnel these programs provide an opportunity to increase cultural awareness.

Initiatives which pertain to Barrier No. 4, nontradition occupation for women, are also applicable in addressing low visibility for role models. For example, increased quality publicity and targeting organizations with viable applicants would in effect bring higher visibility to those FBI leaders and representatives involved in such activities.

Through this barrier has been greatly reduced, continued efforts must be made to provide visibility of the success that can be realized through law enforcement careers thereby eliminating low visibility for role models as a barrier.

BARRIER ELIMINATION

REPORT BY:

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Barrier No. 3: Mobility.

This barrier affects the recruitment of Special Agents,
Series 1811.

Transfers, per se, are a barrier only to the extent that
individual Agents are unwilling to relocate. As such, the
potential as a barrier affects all applicants, including
minorities and women.

FBI Special Agents must be available for assignment
anywhere in the United States upon graduation from New Agents'
Training at the FBI Academy, Quantico, Virginia. For those new
Agents transferred to one of the 12 large metropolitan areas,
this will be the only mandatory transfer in their career. For
those new Agents assigned to a smaller metropolitan area, they
will be rotated between two and four years later into one of the
12 large metropolitan areas, again the only mandatory transfer
in their career. These assignments are based on identified
staffing needs in order to achieve the Bureau's mission.

Frequently, the staffing needs of the Bureau are in
opposition to the personal matters of Agents/applicants.

However, all personal requests and individual circumstances are
reviewed for consideration before transfer. Selection of
assignments are not made arbitrarily. Agent personnel are not

BARRIER ELIMINATION

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2. Number of these Barriers Eliminated in FY 8 : _____
3. Number of these Barriers Partially Eliminated in FY 8 : _____

For each barrier addressed during the reporting year, indicate the conditions from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 3: (Continued)

recruited directly proportionate to the assigned complements of various offices. However, all personal requests are afforded consideration, yet selection of assignments are based primarily on the overall staffing needs.

Relocation is recognized as a disincentive. As such, the problems concomitant with relocation have been addressed by the FBI by requiring fewer transfers of its personnel.

Additionally, attempts have been made by the FBI to build in the element of predictability in its staffing and transfer process.

Implementation of these transfer policies has resulted in less frequent and fewer transfers for FBI Agents and their families.

The FBI's centralized Personnel Management System has had a positive impact and led to a high degree of uniformity in administering transfer policy. This approach enables the FBI to advise applicants of transfer policy early in the applicant/employment process. To this end, applicant recruiters are regularly apprised of any changes in personnel matters such as transfer policies which may affect an applicant's employment decision.

A quarterly summary with such changes is disseminated to all field offices and applicant recruiters.

While this barrier can never be fully eliminated as most

BARRIER ELIMINATION

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For each barrier addressed during the reporting year, indicate the organizations from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 3: (Continued)

transfers are necessitated by external forces to fulfill FBI

obligations, current policy has resulted in less frequent and

fewer transfers. This barrier will be readdressed in future

updates.

[illegible]

SECRET
COMSEC
COMSEC
SECRET

- On 1968, further increases during the reporting year. Includes no commissions from which it intends to receive income, when it intends to receive, the total and further are eliminated or partially eliminated that is, when alternative investments were introduced in relation to the matter. Where the matter was not eliminated, discuss further what arrangements to eliminate.

Nontraditional occupation for women.

This barrier affects the recruitment of Special Agents.

Section 1011.

The unit is authorized to accept the use of the mobile unit in receiving information to give summary information to women in the local health center whenever possible to overcome the non-attendance of women who cannot reach easily out in a collective manner to those who might otherwise be available and interviewed.

Such efforts included in Barrier Elimination No. 1 also pertain to this barrier. Savvy magazine featured an article on one of our women Special Agent Squad Supervisors. Nationwide women Agents have been featured in newspaper articles.

The International Association of Women Police and the Interagency Committee on Women in Federal Law Enforcement (Sponsored by the Justice and Treasury Departments) are strongly supported by the FBI as evidenced through participation in their functions and providing instructors from the FBI Academy to support their respective training programs. Such support provides an opportunity for recruitment, but more importantly promotes a forum for addressing concerns unique to women in law enforcement as well as job training for skill enhancement. FBI recruitment efforts have also included contacts with several Black women's sororities

BARRIER ELIMINATION

REPORT ON

SIC UNIT

COMMAND

COMPONENT

AGENCY

1. Number of Barriers Identified for Analysis and Elimination in FY 81: _____

2. Number of these Barriers Eliminated in FY 81: _____

3. Number of these Barriers Partially Eliminated in FY 81: _____

For each barrier identified during the reporting year, indicate the conditions from which it tended to exclude people, whom it tended to exclude, the how the barrier was eliminated or partially eliminated, and 4. what alternative procedures were instituted to reduce the barrier. Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 1: _____ (Continued)

and their job banks and the National Conference of American Business Women.

The Personnel Resources Unit has placed paid advertisements in New Women Equal Opportunity and The Collegiate Career Woman magazines as well as newspapers throughout the country.

The Special Agent position continues to be a non-traditional occupation for women and it will be reviewed annually.

BARRIER ELIMINATION

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1. Number of Barriers Identified for Analysis and Elimination in FY 8 : _____
2. Number of these Barriers Eliminated in FY 8 : _____
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For each barrier addressed during the reporting year, indicate the occupations from which it tended to exclude people, when it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 5: Low minority and female applicant pools.

This barrier affects the Special Agent position,

Series 1311.

Present recruitment sources have not yielded sufficient numbers of qualified minority and female applicants to meet the needs of the FBI. A larger pool of qualified applicants would allow a more varied selection and the hiring of larger numbers of such applicants. Several personnel recruitment initiatives are underway targeted towards the recruitment of women and minorities. Principal among these are the Southeastern U. S. Regional Recruiting Pilot Project which has exerted a significant portion of its effort toward the recruitment of qualified minorities. Three regional recruiters have been designated to serve in specific geographical areas rather than have the entire recruitment responsibility delegated to full-time applicant coordinators in each field office. The initiative is fashioned after large private sector recruitment techniques. It will be closely monitored by the Personnel Resources Unit (PRU) to determine benefits realized in terms of cost effectiveness and increases of highly qualified candidates in the applicant pools.

Qualification requirements and procedures do not, of themselves, act as a barrier to the attraction of such applicants, rather a lack of knowledge about the availability of the job stands

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For each barrier addressed during the reporting year, indicate the occupations from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 5: _____ (Continued)

as a potential problem. To this end a major physical redesign of, as well as a refocusing of the message of our recruitment literature has occurred. This new recruiting literature presents minority and female role models as examples of the equal employment orientation of the FBI. Present recruitment literature does indeed reflect the agency's desire to reach all segments of the work force.

Under the auspices of the PRU, formerly the National Recruiter's Office of the FBI, a concerted effort has been made to coordinate initiatives in the area of minority recruitment so that the message relayed to the public about the needs of the FBI, as well as an explanation of the mission of this Bureau contains uniformity. In Fiscal Year (FY) 1987, the FBI attended and visibly participated in over 40 significant recruiting events designed to reach out to a wide range of minority and female job seekers. This marks a vast improvement in the scope and quality of such efforts. Additionally, PRU maintains a list of willing and qualified minority and female Special Agents (SAs) who are willing and qualified to act as recruiters at such events. Part of the degree of success that has been achieved by such efforts rests on the active participation of qualified and involved EEO officials and program managers. Technical assistance in the selection of key events, as well as active

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For each barrier addressed during the reporting year, indicate the occupations from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 5: _____ (Continued)

participation has done much to insure that the message of the Bureau's diverse recruitment needs is heard.

One of the most innovative methods in the Bureau's recruitment programs is about to unfold in upcoming months. For the first time in its history the FBI will have, on a contractual basis, the assistance of a full-time, full-service advertising agency. The value of such assistance lies in the fact that subsequent placements of our very specific recruitment advertising will be made based on state of the art demographic and media analysis, as opposed to less valued methods such as prior experience or recommendations. The Bureau has always made an effort to direct a portion of its advertising budget towards placements in minority media, and the assistance of an advertising agency should greatly assist in this endeavor. In addition to using minority media, the Bureau attempts to use minority institutions. Advertisements are placed in periodicals, career day presentations are made and continuous contacts are made with placement directors and/or other campus personnel who may spot viable applicants.

Additionally, the FBI has increased the emphasis placed on management, specifically field office management, to create a higher profile of interest and active participation in such recruitment

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2. Number of these Barriers Eliminated in FY 8 : _____
3. Number of these Barriers Partially Eliminated in FY 8 : _____

For each barrier addressed during the reporting year, indicate the assumptions from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 5: (Continued)

initiatives undertaken to reach the minority audience. Both applicant recruitment and affirmative action are critical elements within the Performance Plan for Special Agents in Charge (SACs) in field offices.

On a more general level, it is important to emphasize that PRU is committed to the notion of managing a nationwide recruitment effort designed to make the FBI responsive to and reflective of the nation it serves. This can best be done according to the broad overview of a program that highlights the Regional Recruiting system now in place to attract viable applicants, as well as through a program of educating the target audience to jobs available in the FBI through our advertising agency. Information pertaining to barriers number 1, 2 and 3 are also pertinent in addressing the low minority and female applicant pools and should promote the number of applicants seeking FBI employment.

The future success of the Bureau in adequately recruiting the types of individuals necessary to replace those leaving the Bureau depends on a commitment to aggressive efforts to ensure a workforce representative of all the groups found in our society, particularly minorities and women. Efforts now underway and those under consideration now will hopefully circumvent any perceived or existing problems in this area of recruitment. Affirmative efforts to recruit from all

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1. Number of Barriers Identified for Analysis and Elimination in FY 2 : _____

2. Number of these Barriers Eliminated in FY 2 : _____

3. Number of these Barriers Partially Eliminated in FY 2 : _____

For each barrier addressed during the reporting year, indicate the occupations from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 5: (Continued)

segments of our society are in place, and initiatives now being acted on will insure a steady flow of applicants that should increase in numbers and improve in quality during upcoming years.

BARRIER ELIMINATION

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Barrier No. 6: Unable to meet basic qualifications.

This barrier affects the recruitment for word processing positions (Series 0312, 0318, 0322) which affects women and minorities.

This barrier is being addressed by offering structured classroom training in typing and shorthand as well as business English, administrative procedures and proofreading. There was a marked increase in these training programs during FY 1987 from the previous fiscal year. The pay enhancement approved by the Office of Personnel Management for salary rates in the District of Columbia Metropolitan Statistical Area for stenographers, typists and data transcribers in grades GS-2 through GS-7 likely stimulated interest of employees to qualify for these positions. During FY 1987, 173 employees successfully completed typing courses as compared to 93 the previous fiscal year and 88 individuals completed shorthand classes as compared to 76 in FY 1986. Additionally, personnel completed training in word-processing related courses as follows: 81 - Business English; 78 - Administrative Procedures. The two latter courses are open to incumbents in other job classification series; however, the majority completing the course continue to be from the word processing series with the intent to enhance skills for more efficient performance in current position and/or advancement to higher positions as vacancies occur.

In September, 1986, within the FBI Headquarters a Career

BARRIER ELIMINATION

REPORT BY:

_____	P/R UNIT
_____	COMMAND
FBI	COMPONENT
_____	AGENCY

1. Number of Barriers Identified for Analysis and Elimination in FY 8 : _____
2. Number of these Barriers Eliminated in FY 8 : _____
3. Number of these Barriers Partially Eliminated in FY 8 : _____

For each barrier addressed during the reporting year, indicate the accommodations from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 6: (Continued)

Guidance Program was established for Support and Service Employees.

The implementation of this program affords all non-Agent employees the opportunity to receive professional career guidance from

knowledgeable counselors. The service is to provide guidance and

assistance to employees who desire to develop career goals, improve

interviewing techniques and better their Position Application and

Qualification Statements to apply for position vacancies. Through

the counselling services employees are encouraged to seek educational

opportunities, improve skills and assess their advancement potential

In conjunction with this program, Resume Workshops are provided on an as needed basis.

The foregoing Career Guidance Program was instituted following a job task analysis study which encompasses all support positions Bureau wide. Other outgrowths of this project will be enhanced testing and selection procedures. These initiatives will impact on all support positions within the FBI.

On June 26, 1987, a new merit promotion plan was instituted.

The training programs coupled with career counselling and proper selection procedures should enhance opportunities for women and minorities and the entire support staff in not only word processing series, but all positions.

BARRIER ELIMINATION

REPORT BY:

_____	FOR UNIT
_____	COMMAND
FBI	COMPONENT
_____	AGENCY

1. Number of Barriers Identified for Analysis and Elimination in FY 2 : _____
2. Number of these Barriers Eliminated in FY 2 : _____
3. Number of these Barriers Partially Eliminated in FY 2 : _____

For each barrier addressed during the reporting year, indicate the commissions from which it tended to exclude people, whom it tended to exclude, and how the barrier was eliminated or partially eliminated (that is, what alternative procedures were instituted to replace the barrier). Where the barrier was not eliminated, please explain what prevented its elimination.

Barrier No. 6: _____ (Continued)

The FBI will continue monitoring and promoting these training and guidance programs to eliminate the inability of employees to meet basic qualifications.